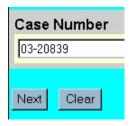
#### **Motion to Redeem**

STEP 1 Click the Bankruptcy hyperlink on the Main Menu then click on Motions / Applications.

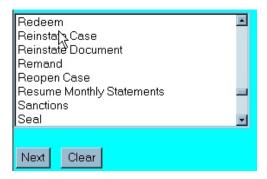




STEP 2 The Case Number entry screen displays.

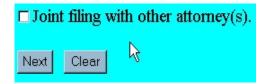


- ♦ Case Number enter a case number in YY-NNNNN format.
- ♦ Click on the **Next** button.
- STEP 3 The select the type of motion/application being filed screen displays.



- ♦ Using the up and down arrows to the right of the box, scroll through the options to highlight the type of document being filed (**Redeem**).
- ♦ Click on the **Next** button.

#### STEP 4 The Joint filing with other attorney(s) prompt displays.



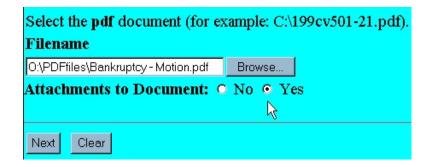
- ♦ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ♦ Click on the **Next** button.

## STEP 5 The Select the Party screen displays.



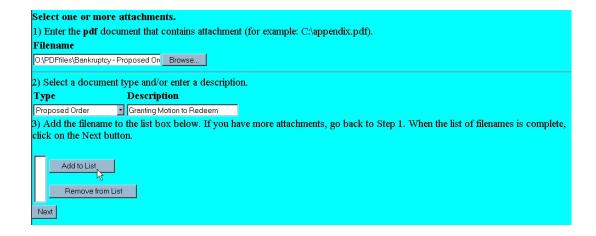
- ♦ Click on the debtor(s) name.
- ♦ Click on the **Next** button.

## STEP 6 The Select the pdf document screen displayss.



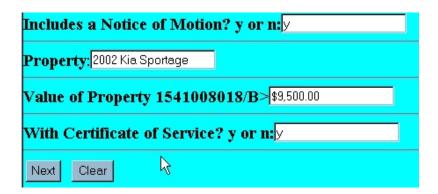
- ♦ Type the path and file name in the blank box, or
- Click on the **Browse** button to navigate to the appropriate directory and file.
- ♦ To attach the **Proposed Order** and any other documents:
  - ► Click on the radio button next to 'Yes.'
  - Click on the Next button.

## STEP 7 The Select one or more attachments: screen displays.



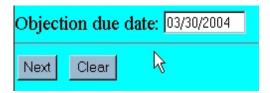
- Use the **Browse** button to navigate to the location of all necessary files.
- **Type** click on the down arrow to select the type of attachment, if listed.
- **Description** type in any additional description if needed.
- ♦ Add to List click this button to add selected attachment to list.
- As documents are added to list, they will appear in the filename list box.
- Click on the **Next** button when finished adding all attachments.

# The Property, Value of Property, Notice of Motion and With Certificate of Service? screen displays.



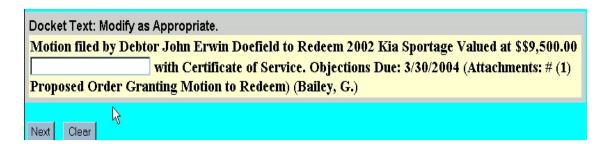
- ◆ Type a lowercase 'y' if a Notice of Motion is attached to your document or a lowercase 'n' if there is no Notice of Motion
- ♦ Type in brief description property to be redeemed.
- ♦ Type in the Value of the Property. (In the live database, the sequence of numbers and symbols will display a \$ sign.)
- ♦ Type a lowercase 'y' if a Certificate of Service is attached to your document or a lowercase 'n' if there is no Certificate of Service.
- ♦ Click on the **Next** button.

#### STEP 9 The Objection Due Date screen displays.



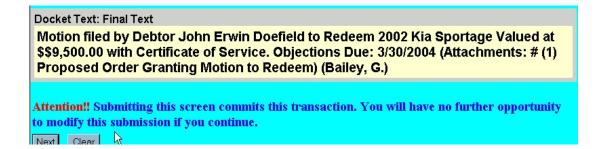
- ♦ The objection due date defaults to 20 days from the date of docketing this entry.
- ♦ Click on the **Next** button.

#### STEP 10 A Docket Text: Modify as Appropriate screen displays.



- ♦ Add additional text in the box provided if appropriate.
- ♦ Click on the **Next** button.

The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



- ♦ Verify the final docket text. If correct, click **Next**.
- ♦ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries or to abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.
- ♦ Click on the **Next** button.
- The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

